Job Title: Grounds Maintenance Specialist  
Compensation Rate/Grade: Grade 5  
Department: Facilities Services  
Updated: December 2011

Essential Functions:

• Selects, prepares, and applies various chemical solutions as required to maintain grounds.
• Operates sprayers, aerators, top dresser and survey equipment.
• Organizes the planting calendar; specifying when to plant, fertilize, and irrigate the various flowers, trees, shrubs and sod.
• Determines the appropriate timing and quantities of grounds care chemical applications such as fertilizer, herbicides, and pesticides.
• Determines the trimming, pruning, and other maintenance care required for the trees and shrubs.
• Determines the selection and placement of flowers, trees and shrubs.
• Oversees the layout, marking, and/or pattern mowing of the athletic fields.
• Repairs and maintains irrigation lines in working order.
• Trains grounds keeping personnel and provides daily instruction.
• Performs duties similar in nature or equivalent to those required of a Groundskeeper.
• Ability to perform heavy manual labor, including bending, stooping, reaching, and able to lift items or materials weighing a minimum of fifty (50) pounds.
• Perform minor and preventative maintenance on assigned grounds equipment.
• Ability to perform heavy manual labor for extended periods, at times during inclement weather.
• Ability to accomplish duties from general instructions and with minimal supervision. Be safety conscious and follow all safety rules and standards.
• Provide quality customer service to faculty, staff, students and campus visitors.
• Ability to plan, implement, and perform grounds maintenance activities such as plating, fertilizing, landscaping, snow removal, pruning, irrigating, athletic field markings, etc. as demonstrated through related work experience.

Required Qualifications:

• Bachelor’s degree in Horticulture, Arboriculture, Agronomy, Turf Maintenance or related field or equivalent experience and/or training.
• Must be, or able to be, a certified commercial applicator of chemicals within one month of being assigned as a grounds maintenance specialist.
• Valid driver’s license. Must have or obtain a CDL license within 90 days of accepting position.
• Ability to work with others and to provide work instructions.
• Maintain a satisfactory work performance and attendance record.
• Ability to work any shift and weekends.

Physical Demands:

• To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.